

From: DPA EIS Helpdesk
Sent: Thursday, July 19, 2001 10:06 AM
To: ALL DPA State Associates; ALL DPA Statewide Staff
Cc: Sturrock, Kathy
Subject: CANO format for PRAW count change

Broadcast to All DPA Staff
From Systems Operations and the Policy and Program Development Team

60-Month Update - New PRAW Case Note Format

We have received a number of Help Desk requests to update the PRAW screen since last month's broadcast about changes to the PRAW screen. Thank you! To simplify the process and make it easier to find information, we have created a new Case Note (CANO) format. When sending a request to the Help Desk, please use this format and be sure to document how the number of months was counted. A separate CANO entry will be required for each adult. Below are examples of the new CANO entry.

New CANO Format

Example #1:

TITLE: Request for change to PRAW screen

REQUEST DATE: July 12, 2001

NAME OF ADULT: Jane Doe

PRAW COUNTER NOW READS: 9 TANF months used

CHANGE PRAW COUNTER TO: 16 TANF months used

REASON FOR CHANGE: Telephone conversation with caseworker in North Carolina stating that Jane received a total of 7 TANF months (10/00 - 4/01). Client had 9 countable months (1/00 - 9/00) used in Alaska prior to going to North Carolina. Sent message to Help Desk to correct TANF count to 16 months used.

Example #2

TITLE: Request for change to PRAW screen

REQUEST DATE: July 18, 2001

NAME OF ADULT: John Smith

PRAW COUNTER NOW READS: 20 TANF months used

CHANGE PRAW COUNTER TO: 41 TANF months used

REASON FOR CHANGE: I have counted the months of assistance on the AFBH & AFH. John has been on Temporary Assistance in Alaska for 41 countable months (3/98 - 7/01). I have confirmed that none of the months were in an exempt Alaska Native village. Sent message to Help Desk to correct TANF count to 41 months used.

Help Desk Request

Letter to Help Desk - for Example #1:

Jane, the PI on case #XXXXXXXX just returned from North Carolina where she received a total of 7 TANF months. Please add these months to the 9 months currently on the PRAW counter, for a total of 16 months used. I've indicated the months in my PRAW CANO dated July 12, 2001. Do not change the Spouse's TANF months as he was not in NC with her. Let me know if there's other info you need.

Thank you,
George

Letter to Help Desk - for Example #2:

I have counted the TANF months used in Alaska by John, the PI in case #XXXXXXXX and found that he has used 41 months of countable assistance. Please correct the PRAW screen to show 41 months used instead of 20 as is currently shown. I've indicated the months in my PRAW CANO dated July 18, 2001.

Thank you,
Gloria

Help Desk Response

The Help Desk CANO response will be the same for all corrections to the PRAW when the change is completed. Systems Operations will respond by email to the caseworker and add an entry to the CANO that will read:

TITLE: PRAW updated by Help Desk

The PRAW was corrected and updated on July 12, 2001 by the Help Desk, per the caseworker's request.

Systems Operations Help Desk

Please Remember!

- **Months in another state.** Some states implemented Temporary Assistance as early as October 1996. If an adult has received TANF-funded assistance from another state or from a tribal family assistance program since October 1996, that assistance counts against Alaska's 60-month time limit.
- **Native family assistance programs.** Months of assistance received under one of Alaska's Native family assistance programs count toward the 60-month time-limit, unless the family lives in an exempt Alaska Native village under Native family assistance rules.
- **Exemptions for some Alaska villages.** Months of assistance when a family lives in an exempt Alaska Native village do not count. These months should not be included when updating the PRAW.
- **Verifying Information.** When contacting another state or tribal organization, be sure to ask about the number of months of TANF-funded assistance the individual received.

We are in the process of updating the EIS procedure and policy guidance concerning counting months of assistance. The special project to review the months of assistance counted for targeted cases is being planned. More information will be available soon!

If you have system questions, please contact Systems Operations Help Desk at EISHelp@health.state.ak.us. For Policy questions please contact DPAPolicy@health.state.ak.us.